

**TENTATIVE SCHEDULE OF EVENTS
PINON IMPROVEMENT DISTRICT**

C. PROJECT PHASE (DISTRICT BOARD)

Item No.	Date	Action	Requirements
1	November 4, 2003	Final plans, specifications and engineer's estimate filed with the clerk.	These must be in completely final form including both engineering and legal documentation.
2	November 4, 2003	*Adopt resolution of intention.	Item 1 must be completed prior to adoption.
3	November 6, 2003	Mail notice of proposed improvement.	Required to mail to all owners as shown on the tax roll. 20 days from 11/6 is 11/26 (Wednesday)
4	November 26, 2003	Receive objections and protests. Any objection or substantial protests require a hearing and delay the schedule. Insufficient protests do not require a hearing.	Objections and protests can be filed up to 20 days after mailing notice. Measure protests by acreage. Receive letters ONLY - no board action or acknowledgement. NO SPECIAL MEETING
5	December 2, 2003	Set Hearing Date for Objection December 16, 2003	If objections are received, hearing must be set and allow for 10 days notice to objectors
6	December 5, 2003	Mail notice of hearing to all who filed a written protest or objection by 11/26 deadline	Mail only to those who filed a written protest or objection
7	December 16, 2003	Hearing on Protests	SPECIAL MEETING to hear protests or objections (not a public hearing)
8	December 16, 2003	Resolution ordering the work. (Calling for construction bids.)	
9	January 3 & 4, 2004	Publish advertisement for proposals.	Twice in a daily or once in a weekly newspaper. Purchasing recommends not publishing before Christmas
10	January 6, 2004	Post advertisement for proposals at or near the door of the board meeting room.	Must be up for 5 days prior to bids.
11	January 15, 2004	Pre-bid meeting for construction contract	
12	January 27, 2004	*Receive construction bids. Open and declare the bids. SPECIAL MEETING of District at 2:00 pm	Bids must be opened at a public meeting of the board of directors.

13	February 17, 2004	*Award construction contract. SPECIAL MEETING of the district	Lowest and best responsible bidder. 5% preference does not apply.
14	February 17, 2004	*Approve assessment diagram showing all lots and parcels to be assessed with their assigned assessment number. Also must show location of work.	Can be adopted any time including with the resolution of intention. Must be adopted prior to recording the assessment.
15	February 21 & 22, 2004	Publish notice of award of contract.	Twice in a daily or once in a weekly. Begins 15-day protest period. Protests require a hearing and will delay the schedule. 2/21 + 15 days is 3/8/2004
16	March 2, 2004	Sign contract, obtain payment and performance bonds and insurance certificate.	Payment and performance bonds should be dated the same as the contract. Contract signing does not have to wait until the end of the protest period.
17	March 2, 2004	Prepare and record assessment including summary of costs and list of amounts assessed to each lot.	Cannot be recorded until contract is awarded. Record In Office Of Superintendent Of Streets.
18	March 2, 2004	Notify board that assessment is recorded. Resolution requires meeting of BOD	Deliver copy to Clerk.
19	March 2, 2004	Notice of recording of assessment. Public Works	Record with County recorder.
20	March 8, 2004	Receive objections to the construction award.	If received, hearing must be set and notice given. Will delay proceedings. Not a meeting day. No BOD action required
IF OBJECTIONS ARE RECEIVED, ENTIRE SCHEDULE MAY BE DELAYED 2-3 WEEKS TO ACCOMMODATE HEARING PROCESS			
21	March 16, 2004	*Board sets hearing on assessment.	Set hearing on assessment if no objections to award received. Set hearing on objections to award if received.
22	March 17, 2004	Mail notice of hearing on assessment to all property owners.	At least 20 days prior to hearing. (mail by 3/17 for 4/6/2004 hearing date)
23	March 17, 2004	Mail cash demand letters to property owners.	After recording assessment. Combine with notice of hearing.
24	March 18,	Begin preparation of documents	

	2004	for a private placement financing	
25	March 27, 2004	Publish notice of hearing	5 times in a daily or 2 time in a weekly, begin 10 days prior to hearing. Not later than 3/27 for 4/6/2003 hearing date
26	April 6, 2004	*Hold hearing on assessment.	
27	April 6, 2004	*Approve assessment. RESOLUTION requires action by BOD	Should be prior to end of cash collection so land-owners know how much to pay.
28	April 1, 2004	Close cash collection period and prepare Treasurer's Return. Shows amount collected.	Must be within 30 days of recording of assessment and warrant.
29	April 5, 2004	Certified list of unpaid assessments. Shows which assessments go to bond.	Prepare and deliver to clerk following Treasurer's Return.
30	April 6, 2004	Adjust issue size for cash collection. Information must be made available to underwriter.	
31	April 13, 2004	*Adopt resolution authorizing the sale of the bonds. SPECIAL MEETING	Should be done same day bonds are sold or prior to date bonds are sold
32	May 18, 2004	Price bonds and set interest rates	Best to have a few days between end of cash collection and underwriting of bonds.
33	May 18, 2004	Execute documents necessary for closing.	
34	May 25, 2004	Close sale of bonds, deliver bonds and receive payment of purchase price.	Time varies. 3-4 weeks is typical.
35	June 1, 2004	Notice to proceed is issued to contractor.	Not issued until money is in hand.